



Eileanan Siar
Western Isles

Porter

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Western Isles Health Board
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Job Advert



Western Isles Hospital, Macaulay Road, Stornoway, Isle of Lewis, HS1 2AF

Hospital Porter

Band 2 £19,609 to £21,615 pro rata
Plus £1,117 Distant Islands Allowance pro rata
20 Hours per Week
Permanent Post

An opportunity has arisen for a Hospital Porter to join our Team at NHS Western Isles.

The postholder will provide a large range of general portering services in support of clinical services to the Western Isles NHS Board in Lewis and Harris. The majority of these services will be provided to staff and departments at the Western Isles Hospital, however, work flexibly to assist the works and Estates Department may be required across the whole of the board's Estate.

The postholder will be expected to work on a shift basis including evening, night and weekend work. This includes evening and night work in the same working week.

Driving License will be required for this post.

For further information regarding this post please contact Donnie Smith 01851 708303 donnie.smith@nhs.scot

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website <https://apply.jobs.scot.nhs.uk/> along with a job description.

Any further queries please contact 01851 762000.

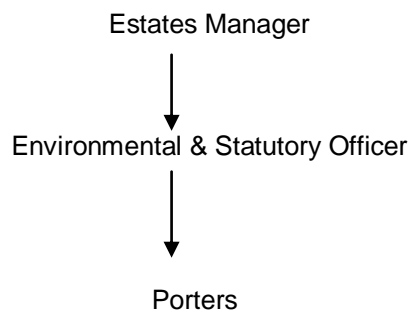
1. JOB IDENTIFICATION

Job Title	:	Hospital Porter
Department	:	Support Services
Reference	:	200 (updated Dec 2016)
No: of Job Holders	:	6

2. JOB PURPOSE

- To provide general portering duties for all departments based at the Western Isles Hospital.
- To provide relief cover for Hospital Receptionists.
- Availability to assist with out of hour's emergency service on a recall to work basis.
- Assist with routine building and engineering maintenance work and act as safety person eg. for people working at height or in confined spaces.
- This post requires the constant pushing, pulling and lifting of heavy weights and the distance covered can range from 6 to 10 miles per shift.

3. ORGANISATIONAL CHART



4. SCOPE AND RANGE

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5. MAIN DUTIES / RESPONSIBILITIES

Delivery and collection of meal trolleys

Daily delivery and collection of food, equipment, waste or furniture to various health board and other sites as required: Board vehicle.

Daily delivery and collection of clean linen trolleys

Collection of dirty linen trolleys. Delivery and collection of linen to/from other buildings and sites out with the WIH:



Collection and storage/segregation of clinical waste: Bags and containers are collected from all wards and departments on each shift using the clinical waste trolley. Waste is then segregated and stored securely as per organisational Waste Management Policy and Procedures. Approximately 100 bags per collection. This includes sorting, cataloguing and loading the clinical waste into a refrigerated trailer for transport to the mainland. This may involve driving a forklift vehicle.

Collection and disposal of domestic waste: Waste is collected from all wards and departments on each shift using the domestic waste trolley and as per organisational Waste Management Policy and Procedures.

Collection and disposal of domestic waste from clinics & Health Centre: Waste is collected on a daily basis using a Health Board Vehicle.

Recycling: This will include collection segregation and disposal of recyclable materials from wards and other building with transfer to a set recycling area. This will include the collection segregation and disposal of all waste electrical goods to a recycling centre using health board transport.

Sort, deliver and frank internal mail: Mail is delivered to all wards and departments am and pm using the mail trolley.

Collection of urgent Laboratory specimens from wards and departments for delivery to Laboratory:

Deliver mail to Sorting Office from Hospital, Health Centre, Health Board Offices and Broadbay Medical Practice: This task is done am and pm each day.


Collect Laboratory specimens from Airport: This task is done pm on a daily basis. **Patient movement within the Hospital:** The porter assists Nursing Staff in transporting patients to X-ray, clinics etc. This is done on an ad hoc basis using trolleys, beds or wheelchairs, and can be up to 6 times per shift.


Cleaning of Support Services vehicles and trolleys: The porters van, trolley, dirty linen trolleys, clinical waste trolley and kitchen wheelie bins are cleaned on a weekly basis as per cleaning instructions.

Cleaning and washing; Clean and wash out of clinical waste bin on wards and departments in the hospitals and clinics as required

Delivery and Collection of Clean and Dirty CDU Boxes: This task is carried out each night using the appropriate trolley.

Mortuary Duties:

- **Transport of remains from Wards to Mortuary:** Remains are transported in the mortuary trolley with the assistance of a member of the Nursing Staff. Remains require to be lifted from the bed on to the mortuary trolley. The porter must ensure that the correct documentation accompanies the remains and that the mortuary is left secured,
 - **Receiving of remains from Community (Police/Undertaker):** The porter will assist the undertaker in placing the remains in the mortuary fridge. Remains are normally contained within a clear body bag.
 - **Transport of remains from Mortuary to Viewing Room:** This is done with the assistance of Nursing Staff.
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- **Ensuring that remains are not released without authorisation from the Procurator Fiscal:** Authorisation is given in the form of a release note from the Procurator Fiscal to the Undertaker.

Medical Gases:

- **Monitoring of medical gases usage in manifold room (oxygen, nitrous oxide, air).**
- **Changing medical gas banks in manifold room:** Porters are notified by Reception staff that medical gas alarms have been activated. The porter must transport 4 J sized cylinders from the store to the manifold room, disconnect the empty cylinders and reconnect the full cylinders ensuring that system is functioning correctly. Empty cylinders are then transported to the store.
- **Changing of medical gases in wards and departments:** Cylinders are transported using the appropriate trolley.
- **Delivery of medical gases to Theatre:** Cylinders are transported using the appropriate trolley.

Delivery to the wards and collection of Pharmacy boxes and fluids on a daily basis.

Delivery and return of general stores to all wards and departments on a daily basis.


Delivery and return of domestic stores to all wards and departments on a daily basis.

Delivery of general stores to Health Centre, Residences, Health Board Offices and Broadbay Medical Practice on a weekly basis using a Health Board vehicle.

Providing meal relief and toilet breaks for Receptionists (see attached job description): This task is carried out each evening, night and at weekends for periods of between 5 minutes and 30 minutes.

Any other duties that may reasonably be required by the board in relation to the operation of the Portering service, waste management service and Estates and Works Department.

Security:

- Checking security of all windows and doors (out of hours).
 - Escorting undesirable individuals from Hospital property. Staff are encouraged to notify the police immediately.
 - Providing additional support to departments regarding the threatening behaviour of individuals in the form of an additional presence at the incident. Staff are encouraged to notify the police immediately.
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Estates & Works Duties:

- Seasonal clearance of snow and ice on roads and paths and gritting as required.
- Assist with grass cutting, trimming, weeding and control of shrub beds.
- Assist with minor maintenance and repair works to mechanical and/or plumbing installations.
- Assist building and engineering craft workers and act as safety person for those working at height or in confined spaces. This may require use of walky-talkies.
- Assist building trades to complete maintenance, repair or capital project work as required.
- Adhere to Health and Safety guidelines on the safe use of plant and equipment, ensuring that the appropriate personal protection provided is used for the task in hand.
- To attend training establishments and courses as necessary.
- Undertake training where necessary to learn new skills and techniques.

6. SYSTEMS AND EQUIPMENT

- **Hospital Vehicles** – Staff must check the condition of each vehicle on a daily basis and complete log sheet and fuel book. (oil, water, bodywork etc)
- **Main Reception Telephone System** – Used on a daily basis.
- **Alarm Systems** – Reaction required as per organisational procedures.
- **Medical Gases Manifold** – Changed at minimum on a daily basis.
- **Patient Trolleys** – Used continually.
- **Various Hospital Trolleys** – Used continually.
- **Franking Machine** – Used continually.
- **Mortuary Trolley** – Used regularly.
- **Clinical Waste Log Sheet** – Updated on each shift.
- **Special Waste Log Sheet** – Updated on each shift.
- **Vehicle Log Sheets** – Updated on each shift.
- **Medical Gas Log Sheets** – Updated at minimum on a daily basis.
- **Forklift operation** - Drive a forklift as required

7. DECISIONS AND JUDGEMENTS

The postholder normally works unsupervised but within clearly defined procedures and routines.

The postholder has the discretion to reprioritise tasks dependant on the demands from the service.

Work demand and service needs can change on a unplanned basis, requiring the individual to re-prioritise and or refer to management if necessary.

8. COMMUNICATIONS AND RELATIONSHIPS

The postholder has constant contact with the majority of staff working within the Western Isles Hospital: This contact can be face to face or by the telephone

The postholder has contact with patients and visitors (verbal requests and enquiries).

The postholder will contribute to the training of new staff.



9. PHYSICAL DEMANDS OF THE JOB

The postholder will constantly exert intense physical effort in the form of:


- Pushing heavy trolleys over carpet and vinyl floors for long distances on a frequent basis. Trolleys can be up to 215kg.
- Frequent lifting and movement of supplies.
- Movement of patients in beds.
- Lifting of remains on to mortuary trolley.
- Movement of medical gas cylinders.
- Movement of furniture.
- Lifting of equipment. Including heavy and unbalanced loads such as electrical white goods etc.

The postholder will be required to carry out physical tasks in temperatures designed to assist patient care within the hospital and also in the adverse conditions outside the hospital.

The postholder will have occasional exposure to distressing or emotional circumstances in the form of:

- Transporting remains to the mortuary (adult and child).
- Accepting remains from the community.

The postholder will have occasional exposure to physical aggression when escorting undesirable individuals from the premises and when attending certain situations in A&E.



10. STANDARD ELEMENTS

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures.

Comply with NHSWI Communication Strategy and Media Strategy.

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:1.9.21

WESTERN ISLES NHS BOARD

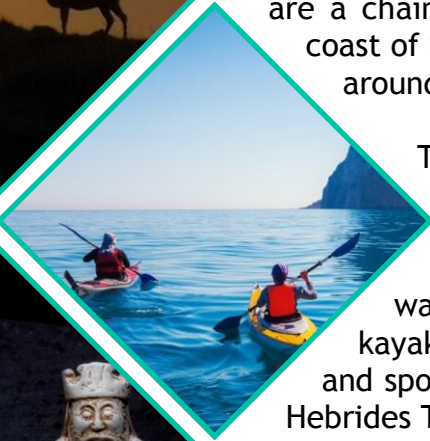
PERSON SPECIFICATION

Job Title : Hospital Porter
Department : Support Services
Location : Western Isles Hospital

FACTOR	ESSENTIAL	DESIRABLE
Physical Characteristics	Smart Appearance.	
Attainments	Full Driving Licence.	Previous experience in similar position. General education to Standard Grade Level.
General Intelligence		Forklift operator's Licence Knowledge of Waste Regulations and Medical Gases
Special Aptitudes	Good Communication Skills. Good Telephone Manner.	
Disposition or Personality	Team Worker. Ability to work without direct supervision.	
Circumstances	Flexible and able to work shifts.	Happy and friendly disposition.



The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.



Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

Links

visitouterhebrides.co.uk
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
cne-siar.gov.uk

About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

Stornoway—Western Isles Hospital (Ospadal nan Eilean Siar)

Benbecula—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

Barra—St Brendan's Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

wihb.scot.nhs.uk

The latest information about the Board's response to the COVID-19 pandemic can be found on the Board's dedicated website.

Web

coronavirus.wi.nhs.scot



Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

Stornoway Airport—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

Benbecula Airport—Glasgow, Inverness, Stornoway

Barra Airport—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



Links

Ferry Travel:
calmac.co.uk

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com